



## Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

P.O. BOX 14350, 1776 MILITIA WAY

SALEM, OREGON 97309-5047

Com1: (503) 584-38469 (Army) / 3854 (Air)

DSN: 355-3849 (Army) / 3854 (Air)

<http://www.orport.ang.af.mil/>

**BRAC affected units strongly encouraged to apply**

### **AMENDED**

Amended to reflect the change of open to Army/Air, announcement number to JF06-042, addition of AFSCs and corrections to the Area of Considerations.

**Announcement #JF06-042**

## **SUPERVISORY INFORMATION TECHNOLOGY SPECIALIST**

### **Nationwide Army/Air Technician Vacancy Announcement**

**Open Date:** 03 March 2006

**Closing Date:** **17 April 2006**

**Series/Grade:** GS-2210-14

**Salary Range:** \$91,142 - \$118,484 PA

**OBR:** 25, F53

**PD#** 90001C

**AFSC:** 33XX

**Location:** DCSIM, Salem, Oregon

**Type of Appt:** Excepted X Officer X

**PCS:** **PCS is authorized.**

**Selectee will be required to obtain/maintain a Top/Secret Security Clearance.**

### **Areas of Consideration:**

**First Area:** Current permanent full-time technicians that are commissioned officers in the Oregon Army National Guard. Current permanent full-time support personnel of the Oregon Air National Guard

**Second Area:** All Members of the Oregon Army/Air National Guard that are commissioned officers.

**Third Area:** Individuals eligible for membership in the Oregon Army/Air National Guard as a commissioned officer.

### **Summary of Duties:**

This position is located in the Joint Forces Headquarters (state); Command, Control, Communications and Computers (C4) Directorate (J-6); Office of the Director. The purpose of this position is to manage the state's C4 Systems Support program. The C4 systems include both the communications and computer systems required to implement the state command and control process and are the information exchange and decision support subsystems within the state total force Command and Control Support System. The incumbent serves as the principal staff officer and primary advisor to the Adjutant General and the Joint Chief of Staff for all matters pertaining to C4 systems which support the primary functions involving the collection, transportation, processing, dissemination and protection of information

### **Method of Evaluating Qualifications:** **Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrate your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience; months of actual experience is the qualifying factor.

### **APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

#### **General Experience**

Technical, analytical, supervisory, or administrative experience which has demonstrated the candidates ability to analyze problems of an organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

#### **Specialized Experience**

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-14** level must have **36 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge, training, or skills pertaining to Telecommunications Infrastructure, Systems, Equipment, and Networks, Multi-media LAN and Wan design, contracting, administration and troubleshooting-including routing, switching, circuit provisioning, capacity planning, traffic management, and quality of service.
2. Knowledge, training, or skills pertaining to Network Operating Systems, Network Management, Design, Implementation, and Maintenance.
3. Knowledge of Remote Access Services, Virtual Private Networks, IPSEC Tunneling, Firewalls, Network Intrusion Detection, Network Security, Information System security

(INFOSEC), Cryptography, Communications Security (COMSEC), and Radio Frequency Management.

4. Knowledge, training, or skills pertaining to, H.321 and H.323 Video Teleconferencing Systems, Audio and Video Bridges, Gateways Microsoft Systems Management Server.
5. Knowledge of and ability to manage capital budgets, forecast requirements, maximize resources, and translate organizational needs into functional and technical requirements.
6. Skill in supervision of employees to include work performance of subordinates, and in contributing to an effective mission, and in developing/maintaining effective work relationships with National Guard Bureau (NGB), and state personnel at all management levels.

<b>Substitution of Education for Specialized Experience</b>
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A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a field such as computer science, data processing, or information processing science.

<b>Special Information</b>
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Unit of military assignment is DCSIM in **OBR:** 25, F53 **AFSC:** 33XX. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume, OF 612 (Optional Application for Federal Employment) or a NGB 34-1 if applying, as an AGR must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%